VISITOR POLICY

SEED DC endeavors to offer a warm and courteous welcome to all visitors. The school is entrusted with the responsibility to safeguard the members of its community. Therefore access by visitors is limited and regulated by the Visitor Policy outlined below.

Visitor Requirements
All visitors to the school are required to present photo identification displaying a birthdate to a security officer. Acceptable forms of identification include a valid driver license, a state photo identity card issued by the Department of Motor Vehicles (or equivalent) for the sole purpose of identification, a passport, or a United States military ID.

All visitors must be cleared by Security before they are allowed to enter the buildings. Security is located in the main lobby. Visitors are not permitted to enter the school via any other entrance. Access will be denied if a visitor does not have a stated purpose or appropriate identification. Visitors are strongly encouraged to obtain authorization from their SEED DC host in advance of their visit to ensure timely access to the school’s facilities.

Visitors who clear screening are given a dated visitor badge which is to be worn and visible the entire time of the visit. After clearing security, visitors are then directed to the receptionist, who will contact the host or appropriate staff to come and receive visitors. Hosts are responsible for visitors while they are on site, and visitors are not allowed to move about the campus unaccompanied. Access to residence halls is strictly controlled, as these are the scholars’ and staff members’ homes. No visitor is permitted to enter a residence hall unless they are accompanied by a staff member, with the exception of authorized adults at check-in and check-out. When adults are in the residence hall, they should be accompanied by their scholar at all times. When possible, hosts are to escort visitors back to the lobby.

Access to individual buildings on campus is controlled by means of an identity key card pass system. Buildings are locked when not in use. SEED DC’s campus is monitored by an extensive system of CCTV surveillance. Security staff is present at all times and routinely walks the ground during shifts.

Visiting Scholars
Our visitation policy is meant to provide the structure necessary for building successful boarding school habits and time to foster family-child relationships. Scholars are not permitted to have guests on campus, including relatives, unless there are pre-arranged plans that have been discussed with and approved by school leadership. Parents/Guardians must make a request 48 hours in advance in order to ensure that the visit does not conflict with programming. If you would like visit during the academic day, parents/guardians can be approved to shadow their scholar’s schedule, join them for dinner, volunteer or chaperone an event or trip. Anyone not currently enrolled or the guardian of a currently enrolled SEED scholar must adhere to the visitor policy.

Parents/Guardians are free to drop off items for scholars between the hours of 8 a.m. and 8 p.m. All drop-offs should be made to the front desk in the school lobby ONLY. At no point should a parent, or any family...
members, go directly to a child’s residence or classroom to drop off items. Items should NOT be left with Security.

SEED DC understands that family emergencies do arise from time to time and that parents/guardians may need to enter campus to visit their children. When such situations occur during the day, please contact the school receptionist at (202) 248-3034. When they occur in the late afternoon and evenings, please contact the Student Life Coordinator at (202)-249-1937. All parents and guardians must still sign in at the Front Desk before proceeding to see their scholar.

Unknown/Uninvited Visitors
SEED DC acknowledges that, given the open nature of the campus, it cannot seal it off entirely. However, the community assists Security in limiting access by channeling all visitors to the main lobby. Any visitor to the school campus who is not wearing an identity badge will be asked their purpose and escorted to Security to follow the above procedures. In the event the visitor refuses to answer or comply, he/she will be asked to leave the premises and Security will be notified. Security will assess the matter and decide if contacting the police is necessary. If a visitor becomes abusive or aggressive he/she will be asked to leave the grounds. Security will be called to assess the matter, to escort the visitor off campus and /or to contact the police if needed.

Visitors During Events
A calendar of events is maintained and made available to Security and the Receptionist. The calendar specifies when the campus is open and formal screening of visitors is not required (e.g., athletic games, Thanksgiving Dinner, etc.). During these open times, depending upon the event, Security limits access to various parts of the campus.

Community Support Workers, CFSA Workers and Clinicians, and Court-Appointed Professionals
SEED DC is committed to collaborating in a timely manner with the Metropolitan Police Department (MPD), Child and Family Services Agency (CFSA), community-based agencies, and other government agencies regarding urgent matters and investigations involving the well-being of its scholars. With that in mind, please note the following:

- Community Support Workers, CFSA workers and clinicians, and court-appointed professionals who request to meet with scholars during visiting hours are required to provide a copy of a current school year (August 1st through June 30th) release, signed by the parent or guardian, or a court order that authorizes a clinician or other professional to visit with a specific scholar. All appointments must be scheduled 48 hours in advance with the administrative assistant to Scholar Support Services, at (202) 248-7773 x5125 or nwalker@seedschooldc.org.
- SEED DC does not host family counseling sessions onsite with outside clinicians.
- Clinicians and court-appointed professionals who arrive on campus without appropriate documentation and/or an appointment will not be permitted to see scholars.
- SEED DC is not obligated to contact parents/guardians if CFSA or MPD arrive on site to conduct an investigation in response to a call about abuse/neglect or for an off-campus incident or arrest. The responsibility of notifying parents rests with CFSA and/or MPD.
• On occasion, the attorney general’s office, MPD, the Office of the Public Defender, or a similar agency or government office will want to meet with a scholar who may or may not be directly involved in a specific incident that took place off campus. When this occurs, SEED DC will either contact the parent/guardian prior to granting access to the scholar or request that the visitor contact or meet with the scholar during a time when the scholar is not at school. SEED DC is not obligated to facilitate this type of visit.

**Suppliers, Contractors, and Delivery Personnel**

There are a number of visiting contractors who provide services to the SEED DC community. Guidance regarding management of these visits is as follows:

- Truck drivers can use their bill of lading as an acceptable ID; however, such persons are not permitted outside their normal areas of pick-up and delivery without being escorted by appropriate staff.
- Delivery personnel (e.g., UPS, Federal Express, etc.) are permitted to make their deliveries to the appropriate areas without a badge provided they do not go outside normal areas of pickup or delivery.
- Persons entering SEED DC grounds for the purpose of picking up or dropping off individuals are not allowed outside of their vehicles unless they have been provided an appropriate pass.

**Visitors of Residential Employees**

Because of the number of employee residences on SEED DC’s campus, it is inevitable that several visitors will consist of family or friends of staff, who may remain for the day, overnight, or for longer periods. All residential staff must notify their direct supervisors and gain approval for visitors who will be on campus during programming. The responsibility for such visitors rests with the members of staff being visited. Their guests are to follow the same behavioral guidelines established for residential employees that are outlined in the SEED DC Employee Handbook. SEED DC reserves the right to limit, restrict, and/or deny access to our campus based on the safety, well-being, and best interests of our scholars and employees.